



GUIDE FOR ABSENTEE BIDDERS

463 E. Lancaster Ave., Downingtown, PA 19335 - (610)269-4040, Fax (610)269-9274

1. **ABSENTEE BID AVAILABILITY** - Both left bid and phone bid service is available. **This is a convenience to clients who are not present at auctions and we are not responsible for any errors or omissions in connection therewith.** These bids are executed by a designated Pook & Pook, Inc. employee. **All bidders must submit a MasterCard or Visa account # with exp. date as a security back-up payment.**

2. **ABSENTEE BID INSTRUCTIONS** - To place bids, please use the absentee bid form provided. **Be sure to accurately record the lot number, description, and the top price you are willing to pay for each lot,** as we are not responsible for errors made on your submissions. "Buy" or unlimited bids will not be accepted. Bids must be placed in the same order as the lot numbers appear in the catalogue. In order to guarantee that bids are executed, **all bids must be submitted in writing via fax, e-mail, or post. You must call to confirm your transmission was received.** Each absentee bid form should contain bids for one sale only. Please place your bids as early as possible. In the event of identical bids, the earliest received will take precedence. **The amount you indicate on your bid form is for the hammer price exclusively. A buyer's premium will be added to the successful bid price and is payable by the purchaser as part of the total purchase price.** The buyer's premium for each individual lot is 17% of the successful bid price up to and including \$500,000, and 13% on any amount in excess of \$500,000. This amount will be added to the successful bid price of each lot you buy and is payable by you, together with the applicable sales tax(unless exempt), which is applied to the total cost of your purchase.

3. **TELEPHONE BIDS** - Bids may be executed by telephone, but are accepted only at Pook & Pook's discretion and at the caller's risk. **Telephone bids will be available for all lots, unless otherwise specified, on a first come, first serve basis.** When filling out the form, provide phone numbers where we may call you **during** the auction to execute your bids. Phone bidders may also provide a maximum "Back-Up" bid to be used by Pook & Pook in the event bidders may not be reached by phone at the time a lot comes up for sale.

Note* - While there are NO minimum bid requirements for phone bidding during the Illustrated Catalog sales, Variety sales do have minimum bid requirements. **In order to arrange a phone bid for a Variety sale, bidders must agree and commit to an opening bid of \$500.**

4. **CONDITIONS** - Bidders are responsible for requesting condition reports on items and/or physically inspecting items prior to bidding. We endeavor to be fair and forthright with our condition reports and descriptions, however bidders must acknowledge that antique items often show signs of use and wear. **If you are a very particular client with expectations of perfection for the items you purchase, it is advisable that you inspect items in person or that you do not bother to submit absentee bids as your definition of condition may be more exacting than an appraiser could have time to verify.**

5. **BIDDING INCREMENTS** - In leaving bids, as well as, in live bidding at the auction, the following increment guidelines should be met. Variations are at the discretion of the auctioneer.

\$0 - \$500	by \$25
\$500-\$1000	by \$50
\$1000-\$2000	by \$100
\$2000-\$5000	by \$200
\$5000-\$10,000	by \$500
\$10,000-\$20,000	by \$1000
\$20,000 & up	Auctioneer's discretion

6. **PAYMENT** - Successful bidders will be notified & invoiced within a few days of the sale. **Payment is due within 10 days of the auction date by check, money order or bank wire.** All bidders must have submitted a MasterCard or Visa acct. # with exp. date as a security deposit when registering. Pook & Pook reserves the right to charge the total invoice amount plus a 2% handling fee to the credit card acct. of record if bidders have not paid within 15 days of the auction date.

7. **SHIPPING** - If your bid is successful, we can help you arrange to have the material shipped, but all associate costs are at the expense of the successful bidder.. Packing and shipping of most lots is by The Packaging Store, Lansdale, PA. - contact at email: hrpa112@aol.com for cost inquiries. For furniture deliveries, bidders may request a list of outside movers from whom they may obtain quotes. Purchased items must be picked-up or arrangements made for shipment within 15 days of the auction. A fee of \$5 per business day, per item, will be charged if items are not removed within 30 days of the auction. Items not removed after 45 days from the auction date will be consigned to a future auction without additional notice to the purchaser.